## **State of California**



# **Pre-Wave Purchase Orders Standard Comments**

**Version 1.0** 

**June 2013** 



### **Overview**

Four Standard Comments have been created in FI\$Cal. Every purchase order created in FI\$Cal is **required** to use one of three Standard Comments: IT, N-IT, or LPA. A fourth Standard Comment, CERT, should be used when the vendor on the purchase order is a certified Small Business/Micro Business and/or DVBE.

Standard Comments should be added to the purchase order at the Header level. To add a comment, click on the link to "Add Comments" or "Edit Comments" from the PO page, then click the "Use Standard Comments" link. Enter "PD" for the "Comment Type" then enter the applicable "Comment ID" (IT, N-IT, LPA, or CERT) or click the magnifying glass to the right of "Comment ID" to lookup the correct value.



Based on the classification of the acquisition, choose one of three Standard Comments; IT, N-IT, LPA. Each comment is designed so that users can include funding information, procurement method used, Purchasing Authority Number, and the General Terms and Conditions. (The LPA comment also includes the ability to identify the LPA utilized.) One of these three Standard Comments **must** be included on the purchase order.

A fourth Standard Comment, CERT, for SB/MB/DVBE certification information is also available.

The screenshots on the following pages show the text for each of the Standard Comments in FI\$Cal. The user should type-over the "XXX" in the comment with the correct information for the specific purchase order. If additional fields are needed to accommodate your department's current chart of account structure you may add them to the Standard Comments.

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#### **Standard Comment for IT Goods and Services:**



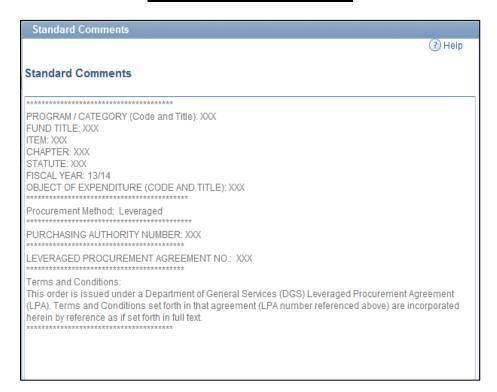
#### **Standard Comment for Non-IT Goods:**



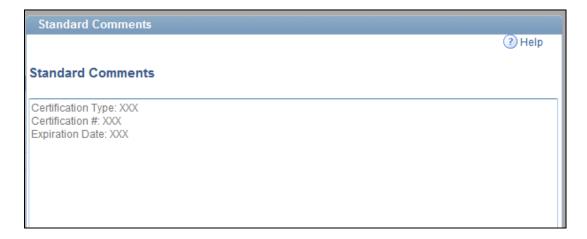
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#### **Standard Comment for LPAs:**



#### Standard Comment for SB/MB/DVBE Certification Information:



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